

POSITION ADJUSTMENT REQUEST

NO. 22349
DATE 9/20/2018

Department EHSD/CSB

Department No./
Budget Unit No. 0588 Org No. 1462 Agency No. 019

Action Requested: Add four Intermediate Clerk-Project (99J3) (represented) positions and cancel four Associate Teacher-Project (CJW1) and two Infant/Toddler Associate Teacher-Project (CJW2) positions (represented) in Employment and Human Services Department/Community Services Bureau.

Proposed Effective Date: 10/1/2018

Classification Questionnaire attached: Yes [] No [X] / Cost is within Department's budget: Yes [X] No []

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$297,303.00 Net County Cost \$0.00
Total this FY \$222,977.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 50% Federal & 50% State funding

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Reni Radeva

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Julia Taylor

9/21/2018

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 9/28/2018

Add four (4) Intermediate Clerk-Project (99J3) (represented) positions at Salary Plan and Grade QH5 0946 (\$3,228 - \$3,924), and cancel four (4) Associate Teacher-Project (CJW1) (represented) vacant position numbers 16414, 12918, 6815, and 13324 and two (2) Infant/Toddler Associate Teacher -Project (CJW2) (represented) vacant position numbers 14083 and 6879 at Salary Plan and Grade QH5 0643

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: [X] Day following Board Action.
[] (Date)

Amanda Monson

9/28/2018

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

- [] Approve Recommendation of Director of Human Resources
[] Disapprove Recommendation of Director of Human Resources
[] Other:

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [X] DISAPPROVED []

David J. Twa, Clerk of the Board of Supervisors and County Administrator

DATE October 16 2018

BY

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION
Adjust class(es) / position(s) as follows: